

Minutes
County Road Administration Board
July 18-20, 2001
Notaras Lodge – Soap Lake, Washington

APPROVED

Members Present: Grant County Commissioner Tim Snead, Chair
Asotin County Commissioner Don Scheibe, Vice-Chair
Ken Stone, Cowlitz County Engineer
Randy Casteel, Kitsap County Engineer
Walla Walla County Commissioner David Carey
Garfield County Commissioner Dean Burton
Whatcom County Council Member Robert Imhof
Robert Breshears, Lincoln County Engineer

Members Absent: Pierce County Council Member Harold Moss

Staff Present: Jay Weber, Executive Director
Jay Armstrong, Deputy Director
Cheryl Heinemeyer, Secretary Administrative
Dave Whitcher, Management Systems Mgr.
Walt Olsen, Maintenance Programs Mgr.
Larry Pearson, Maintenance Programs Mgr.
Jim Oyler, Software Development Spec.

Guests: Joe Nott, Okanogon County Engineer
Jerry Verstegen, Okanogon County

COUNTY PROJECT VISIT

On Wednesday, July 18, 2001, 1:00-4:00 P.M., CRABoard members met for a RAP project site visit to Pinto Ridge.

CALL TO ORDER

Chair Snead called the County Road Administration Board quarterly meeting to order at 9:00 AM on Thursday, July 19, 2001, at the Notaras Lodge in Soap Lake.

ELECTION OF CHAIR

Mr. Weber discussed electing a Chair and Vice-Chair. Discussion was opened to the Board.

Chair Snead opened the floor for Chairman nominations:
Council Member Imhoff motioned to select Commissioner Snead as chairman and Commissioner Scheibe as vice-chairman. Mr. Casteel seconded the motion. **Motion carried.**

CHAIR'S REPORT

Approve Minutes of April 12-13, 2001 CRABoard Meeting

Mr. Stone moved and Council Member Imhof seconded to approve the minutes of the April 12-13, 2001, CRABoard meeting. **Motion carried.**

CRABoard Member Appointment/Re-appointments

Mr. Weber announced the re-appointments of Commissioner Scheibe, Council Member Moss, and Mr. Casteel.

Welcome Commissioner Dean Burton

Chair Snead introduced and welcomed Mr. Robert "Bob" Breshears from Lincoln County to the CRABoard.

DIRECTOR'S REPORT

New County Engineer/Public Works Directors

Mr. Armstrong announced current appointments and current status vacancies in the counties.

Director's Activities/County Visits

Mr. Weber reviewed his and Mr. Armstrong's county visits over the last three months.

State Auditor's Report

Mr. Armstrong reviewed the following audits received since the April 2001 CRABoard meeting.

1. Kitsap County. SAO # 62202 issued on April 27, 2001, covering the period of January to December 1999. This audit did not detail any findings against the road department.
2. Walla Walla County. SAO # 61065 issued on February 11, 2000, covering the period of January to December 1998. This audit did not detail any findings against the road department.
3. Island County. SAO # 61084 issued on February 11, 2000, covering the period of January to December 1998. This audit did not detail any findings against the road department.

Agency Budget Report

Mr. Weber reviewed handouts, prepared by Ms. Denise Tabler of SACS, effective June 30, 2001, regarding CRAB's current budget status and the FY2001-2003 proposed budget. He updated the Board on the status of CRAB staff and the office remodel.

Dr. Kelsey Gray Update

Mr. Weber briefed the Board of Dr. Gray's status and of a draft survey to be sent to county clients and various agencies.

RAP BUSINESS

Program Status Report

Mr. Weber reviewed a two page Rural Arterial Program status report prepared by Mr. Randy Hart.

Regional Topics

Mr. Weber reviewed a one page meeting schedule prepared by Mr. Hart.

Lapsing Projects Status

Mr. Weber reviewed a one page listing of projects that are or were due to face construction lapsing in 2002 prepared by Mr. Hart.

Resolution 2001-011 – Correction to Resolution 2001-007

Mr. Weber presented Resolution 2001-011 to correct Resolution 2001-007. The construction lapsing date for Benton County's McCreadie Road is hereby extended to 12-01-05. After discussion Council Member Imhof moved and Commissioner Scheibe seconded to approve Resolution 2001-011. **Motion carried.**

Resolution 2001-012 – Apportionment of RATA Funds

Mr. Weber presented Resolution 2001-012 to apportion RATA funds to regions. The resolution approves that the accrued amount of \$4,521,699 now credited to RATA be apportioned to the regions by the established 1999/2001 biennium percentages after setting \$135,651 (3%) aside for administration. After discussion, Council Member Imhof moved and Commissioner Carey seconded to approve Resolution 2001-012. **Motion carried.**

Resolution 2001-013 – Establish Apportionment Percentages for '01-03

Mr. Weber presented Resolution 2001-013, the apportionment percentages shown are established for the five regions for use in the apportionment of RATA funds deposited during the 2001/2003 biennium. After discussion, Council Member Imhof moved and Commissioner Carey seconded to approve Resolution 2001-013. **Motion carried.**

Grays Harbor Scope Change

Mr. Weber reviewed the reduction in scope request for Wishkah Road due to difficulties in resolving costly wetland mitigation. After discussion, Council Member Imhof moved and Mr. Stone seconded to approve the scope change for Wishkah Road. **Motion carried.**

COUNTY ROADLOG

Resolution 2001-014 – Certifying the Master County Roadlog

Mr. Whitcher presented Resolution 2001-014 to certify the master county roadlog. He informed the Board that all counties have submitted their roadlog updates, which have been reviewed and found them in substantial compliance with all statutory and administrative code requirements. After discussion, Council Member Imhof moved and Mr. Casteel seconded to approve Resolution 2001-014. **Motion carried.**

Resolution 2001-015 – Certifying the Cost Factors

Mr. Whitcher presented Resolution 2001-015 certifying the roadway categories and unit costs for the 2002 and 2003 county fuel tax distribution. He reviewed the estimated 2002 Motor Vehicle Fuel Tax and the County Arterial Preservation Program county breakdowns. (Due to Attachment A missing from the Board books, this resolution will be reviewed and voted on when the missing report is received.)

Estimated 2002 Revenues – CAPP

Mr. Whitcher reviewed a one page county breakdown for the County Arterial Preservation Program.

Estimated 2002 Revenues – Motor Vehicle Fuel Tax

Mr. Whitcher reviewed a one page county breakdown for the Motor Vehicle Fuel Tax.

Resolution 2001-015 – Certifying the Cost Factors (con't)

Mr. Whitcher reviewed Attachment A to this resolution. After discussion, Council Member Imhof moved and Commissioner Scheibe seconded to approve Resolution 2001-015.

Motion carried.

ISSUES

Legislative Issues

Mr. Weber discussed the revenue package in legislature and the effects on RAP projects. He informed the Board that CRAB's administration budget is on an operating status. He reviewed a proposed and passed bill concerning highways and road purposes allowing road fund support for fish passages and fish mitigation projects outside of the right of way.

Maintenance Managers

Mr. Armstrong introduced Mr. Walt Olsen and Mr. Larry Pearson. They informed the Board of the purpose, status, and implementation of maintenance management and their findings from their county visits and research.

COUNTY EMERGENT PROJECTS

Mr. Weber introduced Mr. Nott and Mr. Verstegen from Okanogan County. Mr. Nott discussed the reasons for their request for \$400,000 in emergency RATA funding for the repair of sections of Chesaw Road. Mr. Verstegen reviewed a photo handout of Chesaw Road and current situation. After discussion, Council Member Imhof moved and Commissioner Scheibe seconded to approve \$400,000 emergency RATA funding.

Motion carried.

WORK SESSION – BY-LAWS

Mr. Weber reviewed the current by-laws with proposed corrections/changes.

Mr. Stone suggested that Article IV, Section 2, second paragraph should read: "The Vice-Chairman shall perform the duties and exercise the functions of Chairman during an absence of the Chairman". Mr. Dietrich's comments in Article IV, Section 1, were also discussed. After discussion, Council Member Imhof moved and Commissioner Scheibe seconded to make these changes before final approval of by-laws. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to close for executive session. Motion carried.

Chair Snead called the CRABoard back in session

Commissioner Scheibe moved and Commissioner Burton seconded to approve Resolution 2001-016, a 3.7% cost of living increase approved by the Legislature for the Executive Director. **Motion carried.**

PUBLIC HEARING

Chair Snead opened the public hearing at 2:00 p.m.

Mr. Weber reviewed the history and reasons for this requested changes to WACs 136-150-020, 136-150-022, 136-150-023, 136-150-024, 136-150-040, and 136-210-020.

Chair Snead opened the floor for discussion or comments. Hearing none, Council Member Imhof moved and Mr. Casteel seconded to close the public hearing. **Motion carried.**

After Board discussion:

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-020. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-022. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-023. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-024. **Motion carried.** Mr. Stone moved to rescind this motion due to the public announcement (CR-102) being incorrect, Council Member Imhof seconded. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-030. **Motion carried.**

Council Member Imhof moved and Commissioner Scheibe seconded to approve revisions to WAC 136-150-040. **Motion carried.**

Mr. Stone moved and Commissioner Carey seconded to approve revisions to WAC 136-210-020. **Motion carried.**

MOBILITY ROAD SHOW

Mr. Whitcher and Mr. Oyler presented a power-point presentation on Mobility and updated the Board on the program's status.

Chair Snead presented Mr. Olsen with a Certificate of Appreciation for his service on the CRABoard.

The CRABoard recessed Thursday, July 19, 2001, at 3:30 P.M.

The CRABoard will meet July 20, 2001, at 9:00 A.M. for a site visit of Grant County road projects.